

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FLP-83**

**For:** State and County Offices

**Availability of Action Teams**

**Approved by:** Acting Deputy Administrator, Farm Loan Programs

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**1 Overview**

**A**

**Background**

Notice FC-209 was issued to:

- notify field offices that Action Teams have been established to assist in areas where natural disasters have resulted in a high volume of emergency loan applications (EM)

inform SED's of the steps to take when a decision has been made about needing to deploy a team in their State.

**B**

**Purpose**

This notice:

- reminds SED's that Action Teams are available
- informs SED's of the method for requesting Action Teams
- outlines the responsibility of SED's and County Office employees when Action Teams are being requested.

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**Disposal Date**

September 1, 2000

**Distribution**

State Offices; State Offices relay to County Offices

## Notice FLP-83

### 1 Overview (Continued)

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#### C

##### **Action Team Composition**

Action Teams consist of 4 individuals who are experienced and trained in loan making and servicing actions, including processing EM loans and the automated EM loan calculation software. In addition, these individuals will have laptop computers to assist in processing EM loan applications. Each team will also have 2 support staff members to assist the office with overall clerical and administrative functions during this time. These teams have already been established and trained. **States who have individuals participating in these teams are reminded that the teams may be called upon at anytime when EM loan application activity justifies the need for deployment.**

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### 2 Requesting Action Team Assistance

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#### A

##### **SED Action**

SED's must continue to monitor the number of loan and servicing applications being received in field offices, including direct and guaranteed loan and servicing requests. When it is determined that a need exists for an Action Team, SED must contact 1 of the following individuals.

Contact Person	Telephone and FAX Number
David Nix Program Specialist EDSO	202-720-7094 202-720-4604 (FAX)
Chuck Ropp Senior Loan Officer Direct Loans/Funds Management Branch LMD	202-690-4017 202-690-1117 (FAX)
Mike Hinton Branch Chief Direct Loans/Funds Management Branch LMD	202-720-1764 202-720 1117 (FAX)

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## 2 Requesting Action Team Assistance (Continued)

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### A

#### SED Action (Continued)

When requesting that an Action Team be made available, SED's shall:

- inform their contact person of the location of the field office, or offices, that need assistance
  - provide the name of a contact person in the field office
  - document the number of loan applications on hand as well as the number of anticipated additional applications, if known
  - supply any other information about possible servicing activity, including requests for servicing under 1951-T
  - coordinate with the County Office to ensure that space and equipment is made available for the Action Team
  - assist in making any other accommodations needed for the Action Teams.
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### B

#### County Office Action

County Offices shall:

- assist SED and National Office with making arrangements for the Action Teams, including ensuring that office space and equipment is available for the teams upon arrival
  - make lodging arrangements for Action Teams and supplying the teams with confirmation numbers and information about lodging
  - perform any preliminary preparations needed to ensure that the Action Teams are able to begin processing applications immediately upon arrival in the office; such as:
    - scheduling appointments for farm visits, analysis, inspections or other field activities
    - collecting information to ensure that applications are complete
    - identifying other information needed.
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### C

#### Contact

State Office may direct questions to the contact persons listed in subparagraph 2 A.

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